

DD/M&S 74-1894

29 MAY 1974

MEMORANDUM FOR: Chairman, MSAG

SUBJECT : MSAG Office/Conference Room

1. Attached for your information and retention is an Office of Logistics memorandum of 15 May 1974, which outlines some of the procedures followed by the Agency MAG in holding monthly meetings.

2. As you are aware, there are a number of MAG groups serving various Directorates, and it appears to be standard practice for them to use conference rooms rather than permanent office space. In considering the extremely tight squeeze on office space in the Headquarters Building, I now feel that it would be somewhat inappropriate for me to assign an office to MSAG for relatively infrequent use, while not giving equal treatment to the other Agency advisory groups.

3. I suggest that MSAG continue the present arrangement of using conference rooms of convenience, specifically including 7D 32 Hqs, if it is not otherwise committed. Arrangements have been made for the Chief of the DD/M&S Registry to receive and hold all correspondence addressed to MSAG. You can work out details with Mrs. [] to be sure this material is released to designated MSAG representatives in a controlled and timely manner.

/s/ Harold L. Brownman

HAROLD L. BROWNMAN
Deputy Director
for
Management and Services

Att

EO-DD/M&S: [] kmg (28 May 74)

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